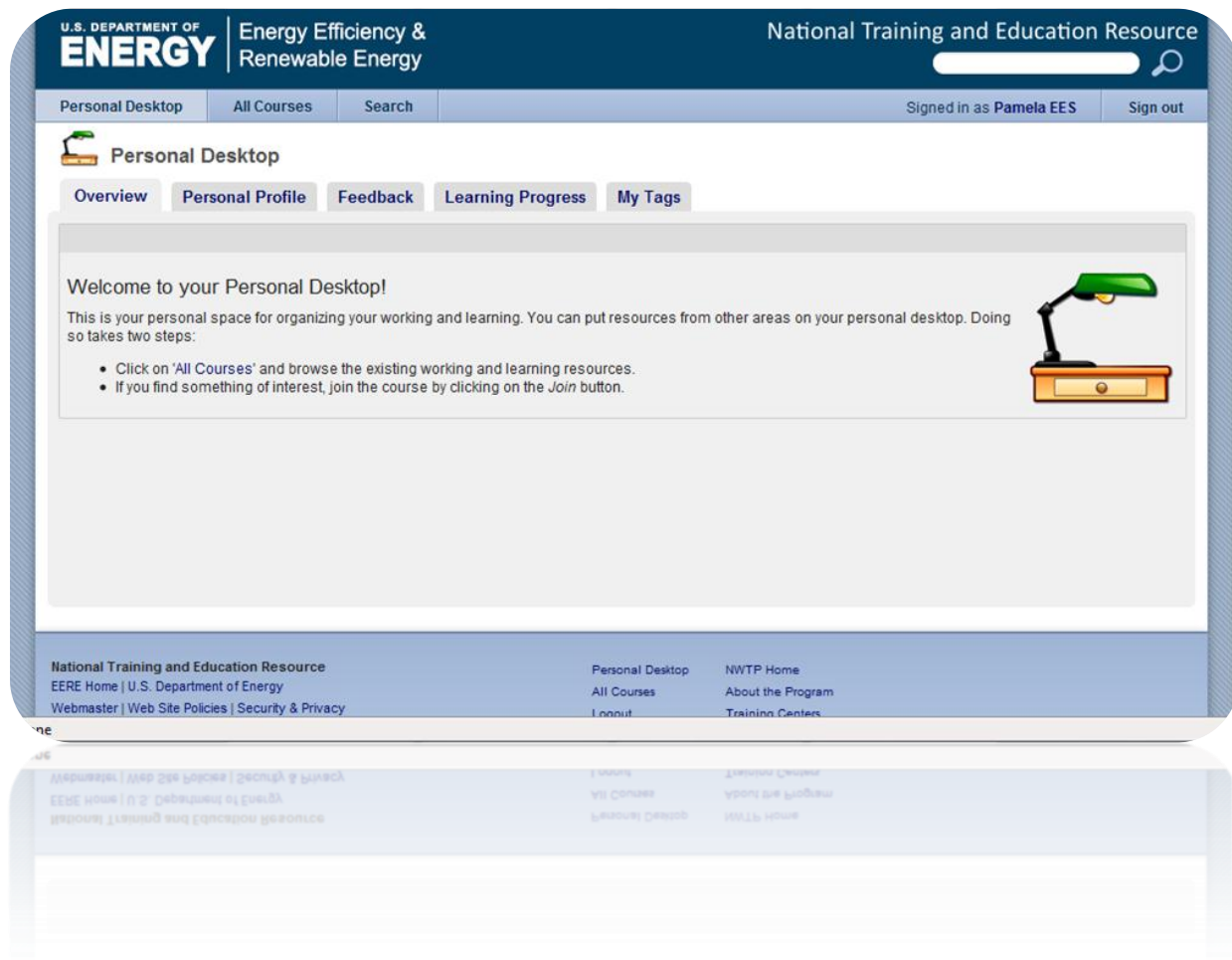




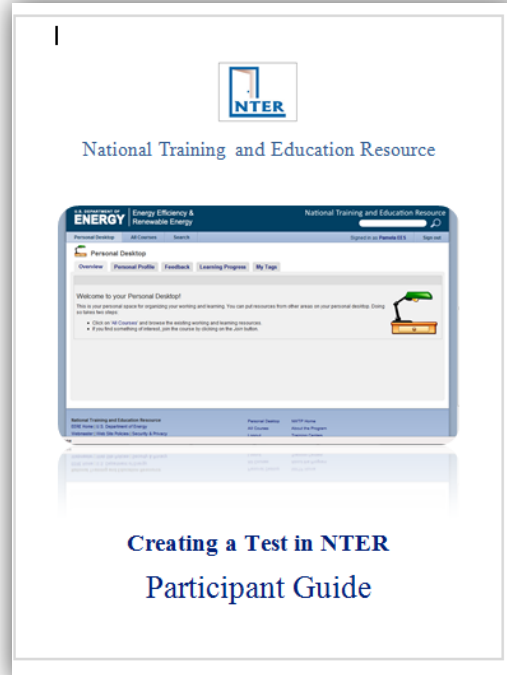
National Training and Education Resource



Creating a Test in NTER Participant Guide

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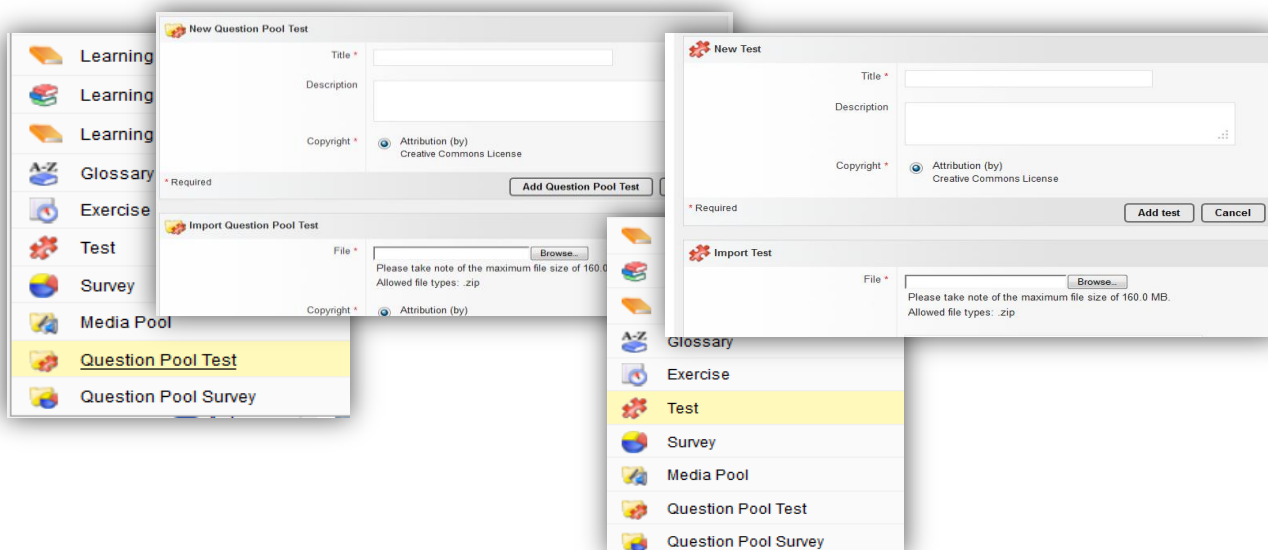


Creating a Test in NTER Participant Guide Objectives:

This participant guide was written to aid participants during and after classroom or online training. It contains step by step instructions on the subjects learned during the training. At the completion of training, participants should be able to:

- Setup a question pool that will contain test questions.
- Write an assortment of questions and store them in the question pool.
- Create a test and adjust its settings.
- Select questions from the question pool to be added to a test.
- View test data after students have taken the test; to determine student learning progress, and assess the effectiveness of the training material and the validity of the questions.

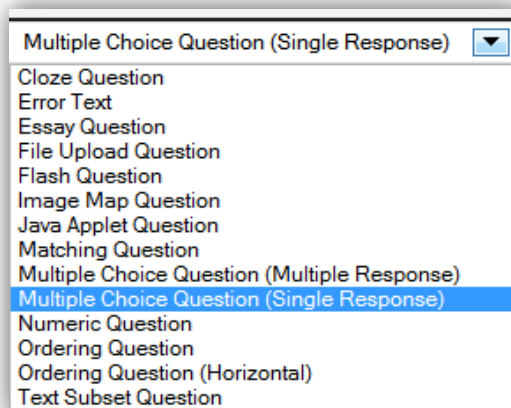
TASK FLOW & TYPES OF QUESTIONS



Task Flow for Creating a Test in NTER:

The general task flow for creating and managing tests within NTER are below:

1. First setup a Question Pool.
2. Write questions and store them in the question pool.
3. Create a test and adjust its settings.
4. Select the desired questions from the question pool and add them to the test.
5. Allow students to take the test.
6. View the test results



Types of Questions:

There are several types of questions that can be created. NTER includes the question types below:

- *Multiple Choice* (with a single answer or with multiple answers)
- *Cloze* (fill-in the blank)
- *Matching*
- *Ordering* (requires students to put a list of terms, steps, or images in order)
- *Imagemap* (pictures with clickable areas called hotspots)
- *Java Applet* (created outside of the NTER environment)
- *Essay & more*

FORM FIELDS

Multiple Choice

The screenshot shows the 'Edit Content' tab of the 'Question Pool Test' interface. The form is for a 'Multiple Choice Question (Multiple Response)'. It includes fields for Title, Author, Description, and Question. The Question field contains a rich text editor with the text 'What are the steps needed to create a test?'. Below the question, there are settings for Working Time (Hours: 0, Minutes: 1, Seconds: 0), Visible (checked), Shuffle Answers (unchecked), Answer Types (Single Line Answers), and Thumbnail Size (Minimum Value: 20). The Answers section contains a table with columns for Answer Text, Answer Image, Points, Checked, and Unchecked. The table has six rows of answer choices, each with a 'Browse...' button, an 'Upload' button, and a 'Points' field set to 2. The 'Checked' and 'Unchecked' columns are empty. The 'Actions' column contains green and red circular icons. At the bottom, there are 'Save' and 'Save and Edit Content' buttons.

Answer Text	Answer Image	Points	Checked	Unchecked	Actions
Setup a Question Pool that w	<input type="text"/> Browse...	2	0	0	+ -
Write an assortment of test q	<input type="text"/> Browse...	2	0	0	+ -
Create a test and adjust its s	<input type="text"/> Browse...	2	0	0	+ -
Select questions from the que	<input type="text"/> Browse...	2	0	0	+ -
View the test data.	<input type="text"/> Browse...	2	0	0	+ -
None of the above.	<input type="text"/> Browse...	2	0	0	+ -

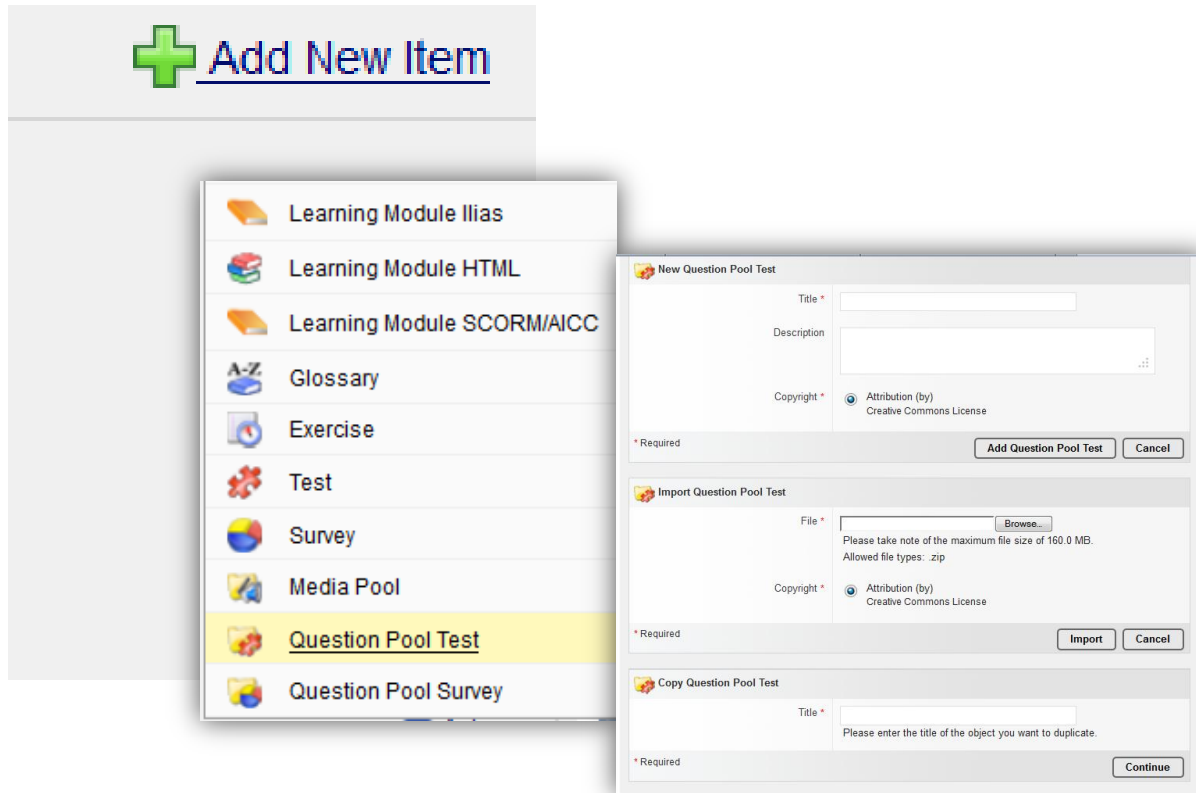
Form Fields:

When creating questions within NTER, forms must be completed for specific types of questions. Most of the fields within the forms are self-explanatory. This page displays an example of a form for a multiple choice question with multiple responses. The fields within the form are below.

- **Title:** enter the title for sorting and identifying questions.
- **Author:** enter your name for sorting and identifying questions.
- **Description:** enter a description for the question.
- **Question:** enter the question.
- **Working Time:** to limit the amount of time given to answer a question.
- **Visible:** to determine if a student can see the question.
(Mostly used for 3D assessment scenarios)
- **Shuffle Answers:** allow the order of answers to be varied.
(In different versions of a test)
- **Answer Types:** allow 2 text field choices: single-line or multi-line
(Multi-line text fields provide enough space for long answers)
- **Answer Text:** enter the text for answer choices.
- **Points:** enter the points to be awarded for each answer.
- **Actions:** add more answer fields or delete answer fields.

HOW TO CREATE A QUESTION POOL

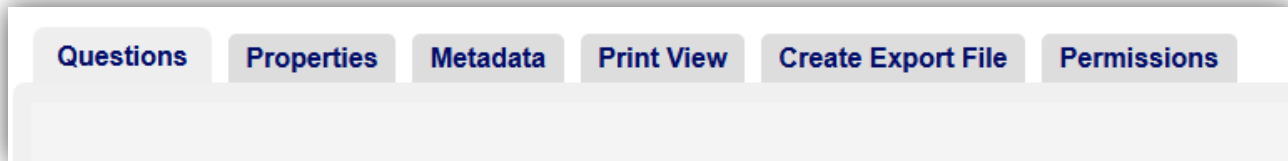
Add a Question Pool to a Course



Adding a Question Pool:

- Select the **desired course** that will contain the question pool.
- Click on the **Add New Item** link. A drop-down menu will display.
- Select the **Question Pool Test** link from the menu.
 - There are three sections within the screen.
 - The top section allows you to create a new question pool.
 - The middle section allows you to import an existing question pool.
 - The bottom section allows you to copy an existing question pool into a course.
- Enter the **title** (and description if desired) of the question pool.
- Click on the **Add Question Pool Test** button.

Tabs within a Question Pool

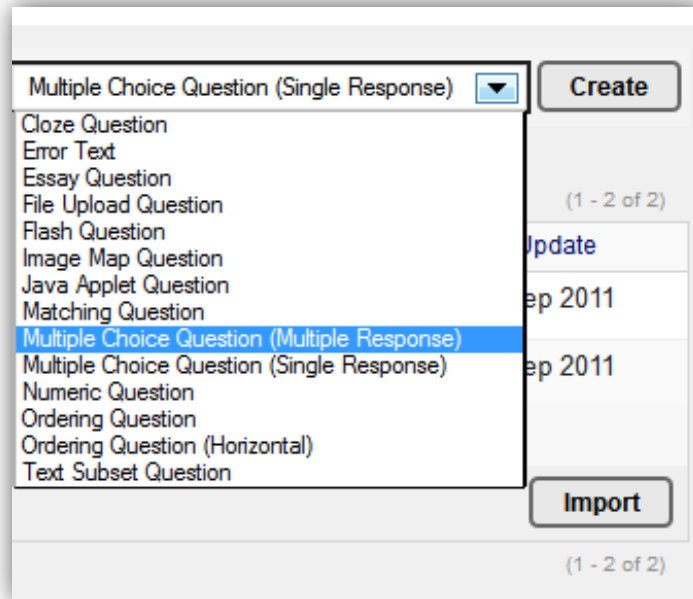


Question Pool Tabs:

There are several tabs within a question pool, which includes the following:

- ***Questions*** – allows you to select the type of question that you want to create.
- ***Properties*** – contains an *Online* checkbox that should be selected if you want to use the questions within a test. It also allows you to select which list items (question data columns) are to be displayed in a question list of a question pool.
- ***Metadata*** – allows you to make changes to the question pool such as changing the title and description.
- ***Print View*** – allows you to change the output mode by clicking on its dropdown arrow and selecting the desired option and clicking on the *Submit* button.
- ***Create Export File*** – allows you to export the question pool outside of NTER.
- ***Permissions*** – allows you to make changes to the permissions that are related to the settings, the users, and the owner of the question pool.

Adding Questions to a Question Pool



Adding Questions:

To create questions within a question pool follow the steps below.

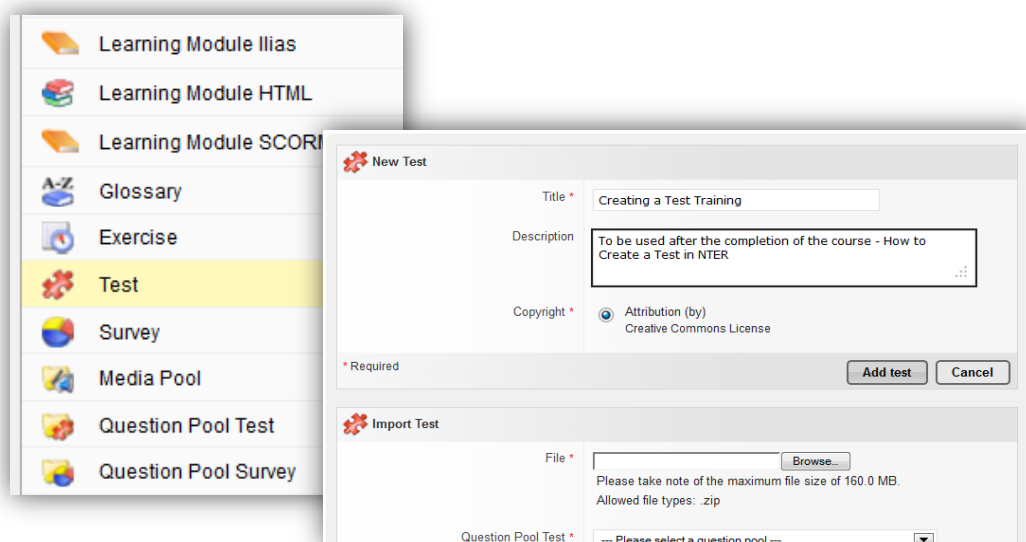
- From within the Question tab of the desired question pool, click on the **dropdown arrow** next to the *Create* button.
- Click on the **desired type** of question.
- Click on the *Create* button.
- Enter the **appropriate data** into the fields within the form.
- Click on the *Save* button.
- Click on the *Question Pool Test* link. The title, description and other information about the question is visible.
- Click on the *Preview* link (which is underneath the *Description* section of the screen). The Preview page displays a student view of the question and its answers.

There are other tabs on this page which include:

- *Feedback* – allows you to enter the feedback that the student will see depending on which answer the student chooses.
- *Suggested Solutions* – allows you to add several different types of suggested solutions.
- *Statistics* – displays cumulative statistics about the questions and will display what test(s) the question is used in.
- Click on the *Question Pool Test* link to get back to the *Question* tab.

HOW TO CREATE A TEST

Adding a Test



Adding Tests:

NTER provides three different methods for adding a test, which are creating a new test, importing a test, or copying an existing test. Depending on permissions given, a test can be created within a category or within a course.

To create a new test, follow the steps below.

1. Click on the **Add New Item** link from within the desired course or category. A menu will appear.
2. Click on **Test** from within the menu. A form will appear containing 3 sections.
3. Click in the **Title** field within the top section, which is the *New Test* section.
4. Type in the **desired title** (and type the description in its field if desired).
5. Click on the **Add test** button.

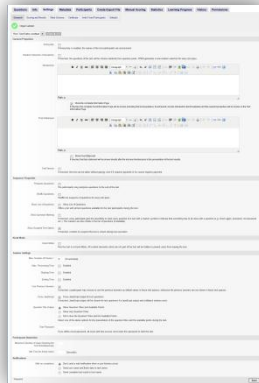
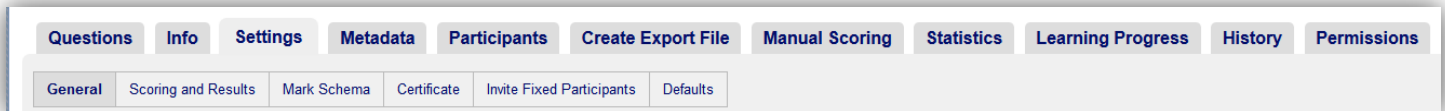
To import an existing test, complete steps 1 & 2 above and then complete the following steps:

- Click on the **Browse** button that is within the middle section, (*Import Test*).
- Select the **desired test**. You will be back on the previous screen.
- Click on the **dropdown arrow** and select the **desired question pool** (to import the questions into).
- Select the **questions** that you want to import, and click on the **Import** button.

To copy an existing test, complete steps 1 & 2 above (new test directions), and then complete the following steps:

- Click in the **Title** field of the bottom section (*Copy Test*).
- Click on the **Continue** button.
- Click on the **radio** button of the path for the desired course.
- Click on the **Copy Test** button. The copied test will have the same name as the original, except there will be a dash and the word Copy next to it.

Tabs and Links within a Test

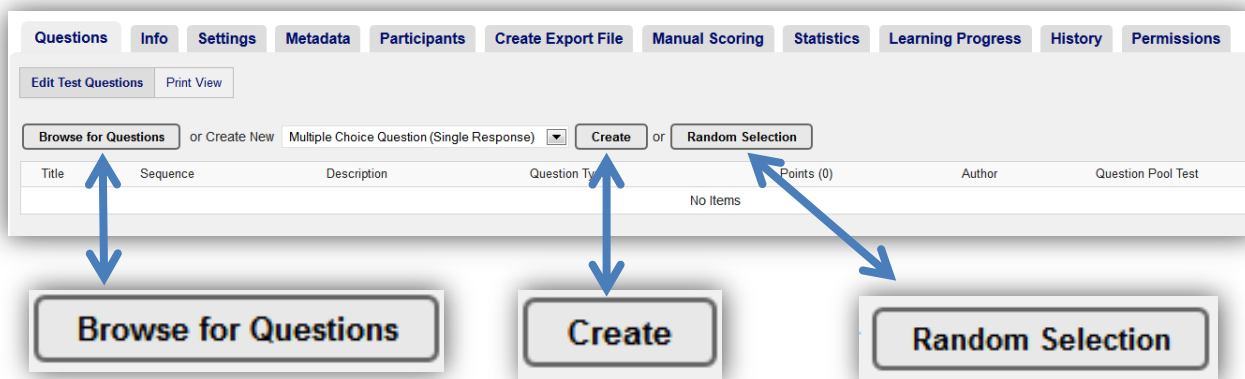


Tabs & Links within a Test:

NTER's test page contains several tabs and links. When you first create a test, you will be within the Setting tab. This tab contains several links. Most of the information, within the tabs and links, are self-explanatory. This guide will discuss the basics. The Settings tab contains the following links:

- **General** – allows you to make changes to the general properties of the test or retain the defaults. General Properties allows you to randomly select questions, and allows you type an introduction and/or a final statement for the test. It also allows you to make changes to the sequence of properties such as the postponement of questions or shuffling of questions.
- **Scoring and Results** – allows you to select several options related to test scores, and select how results are displayed. It also provides options and explanations.
- **Mark Schema** – allows you to define the threshold at which a test is passed or failed. The default mark schema is a passing level of 50%. The Create New Mark Step button allows you to create a new mark schema. The Create Simple Mark Schema button sets it back to the default. Every test should have at least one mark schema for passing and one for failing.
- **Certificate** - allows you to download and format a certificate of achievement for students. The form prompts you for all of the data that you will need to create a personalized certificate.
- **Invite Fixed Participant** – allows you to make the test accessible to specific users, groups or roles.
- **Defaults** – allows you to create and name default settings.

Adding Questions to a Test



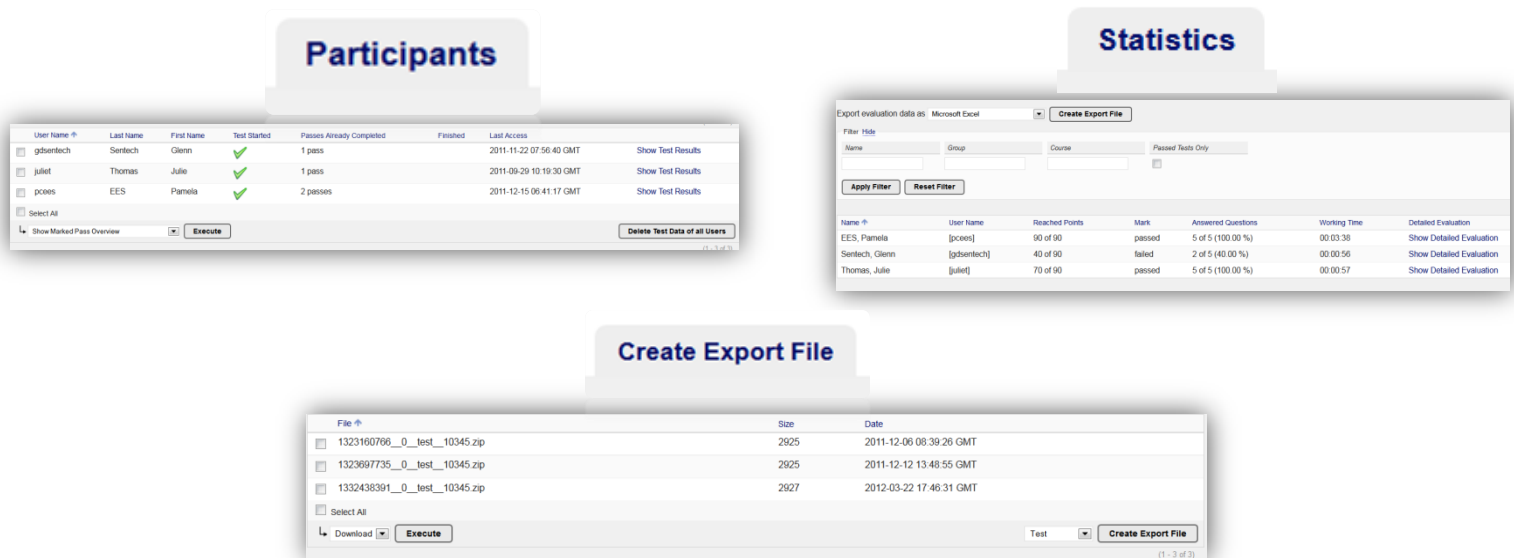
Adding Questions:

To add questions to a test you must be within the Question tab of the desired test. The questions tab offers 3 methods to add questions to a test. The 3 methods are below:

1. Browse all available questions & add the desired question(s) to a test:
 - Click on the ***Browse for Questions*** button.
 - Click on one or more **checkboxes** next to the desired question(s) to be added to the test.
 - Click on the ***Insert*** button.
2. Randomly select questions from question pools and add them to a test:
 - Click on the ***Random Selection*** button.
 - Enter the **amount** of questions that you want to randomly view from a question pool.
 - Select the **desired question pool** from the drop-down arrow.
 - Click on the ***Submit*** button.
 - Click on the ***Accept Sample*** button to add all of the questions that have been randomly selected, or click on the ***Get another Sample*** button to view more randomly selected questions, or click on the ***Cancel*** button.
3. Create and add new questions.
 - Click on the ***Create New*** dropdown button and select the **desired type** of question from the list.
 - Click on the ***Create*** button.
 - Click on the **dropdown arrow** and select the desired question pool to store the question within.
 - Click on the ***Submit*** button.
 - Enter the **appropriate information** into the available fields.
 - Click on the ***Save*** button.

HOW TO VIEW AND MANAGE TEST RESULTS

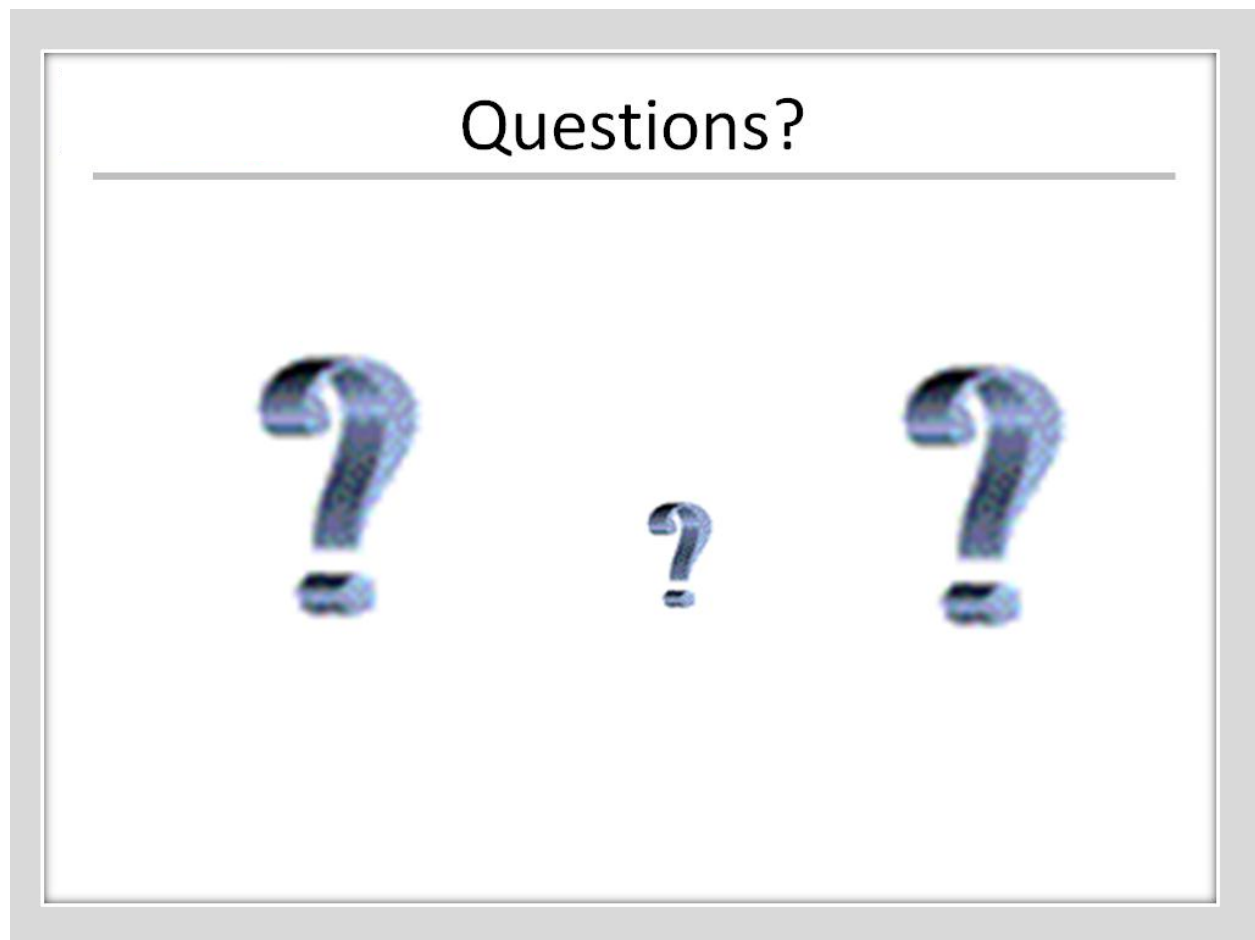
3 Ways to View & Manage Test Results



Viewing and Managing Test Results:

The Test page provides three tabs that allow you to view and manage test results. The three tabs are below:

1. **Participant** – allows you to view and delete test results for one or more participants. Deleting test data/results allows you to make the test available again after it has been taken the maximum amount of times, and deleting all data allows you to modify the test and make it accessible again.
 - Click on the **Participant** tab to review the test results.
 - Click on the **Show Test Results** link to view details for a desired participant. You can click on the **Print** button to print the screen or click on the **PDF Export** button to export the results in PDF format and save and/or print it.
 - Click on the **Pass Details** button to view more details. You can click on the **Print** button or the **PDF Export** button from this screen also.
 - Click on the **Back to Results Overview** button to return to the previous page.
 - Click on the **Back** button to return to the original Participant Screen.Another way to view and select question, is to click on the dropdown arrow from the original Participant screen and choose the desired view and then click on the **Execute** button.
2. **Statistics** – allows you to view aggregated test results and individual test data for any test participant. There are four links available.
 - **Evaluation for All Users** – displays the evaluation of all users and contains a **Show Detailed Evaluation** link for each user, and a **Create Export File** button.
 - **Aggregated Test Result** – displays **Aggregated Test Results** and it displays the **Average Reached Points**, and it also contains a **Create Export File** button.
 - **Results by Question** – Displays the questions answered in the test and the number of answers.
 - **Settings** - allows you to display or hide fields in evaluations for all users.
3. **Create Export File** – allows you to export tests outside of NTER including its settings, questions and properties so that it can be imported into another installation.



Need Help:

- There are other modules within the NTER that may be help, which can be found in the User Guide that is within the Documentation and Training category.
- For further help, use the Feedback tab within NTER to enter questions, comments or issues.